

Instructions for saving the Brass.pbl report library file.

Go to the link below. This is the Office of State Budget Director web page for BRASS information.

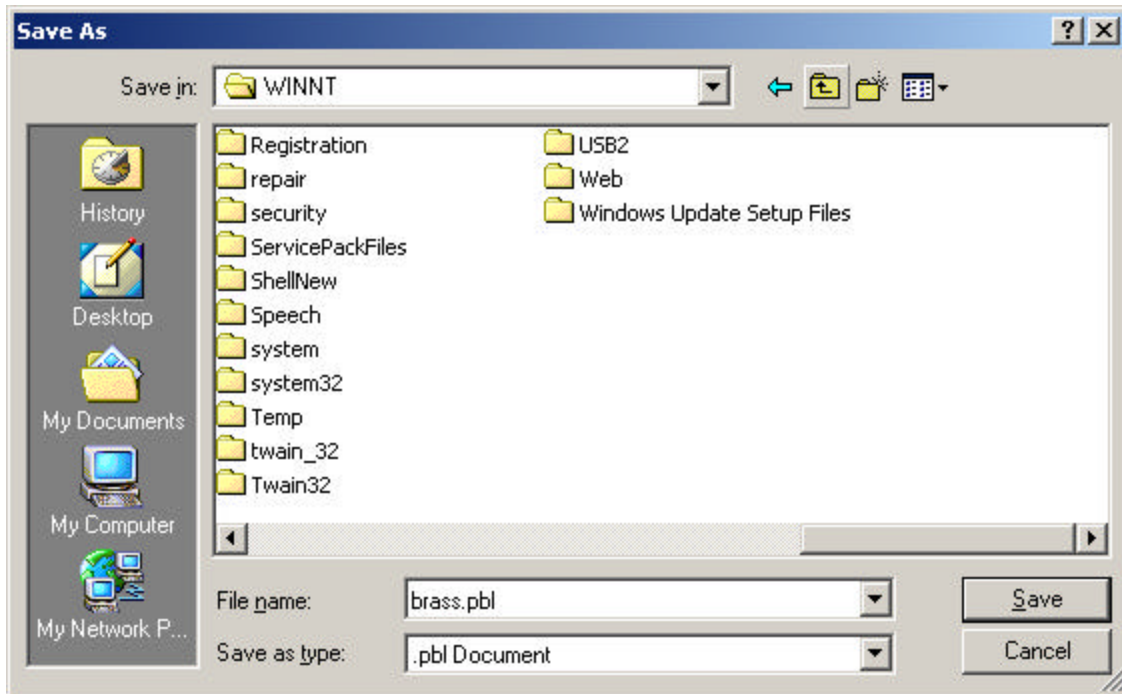
<http://www.osbd.state.ky.us/brass.htm>

Once you have the web page open on your desktop right click on the phrase **BRASS – Report file for Budget Preparation 04-06.**

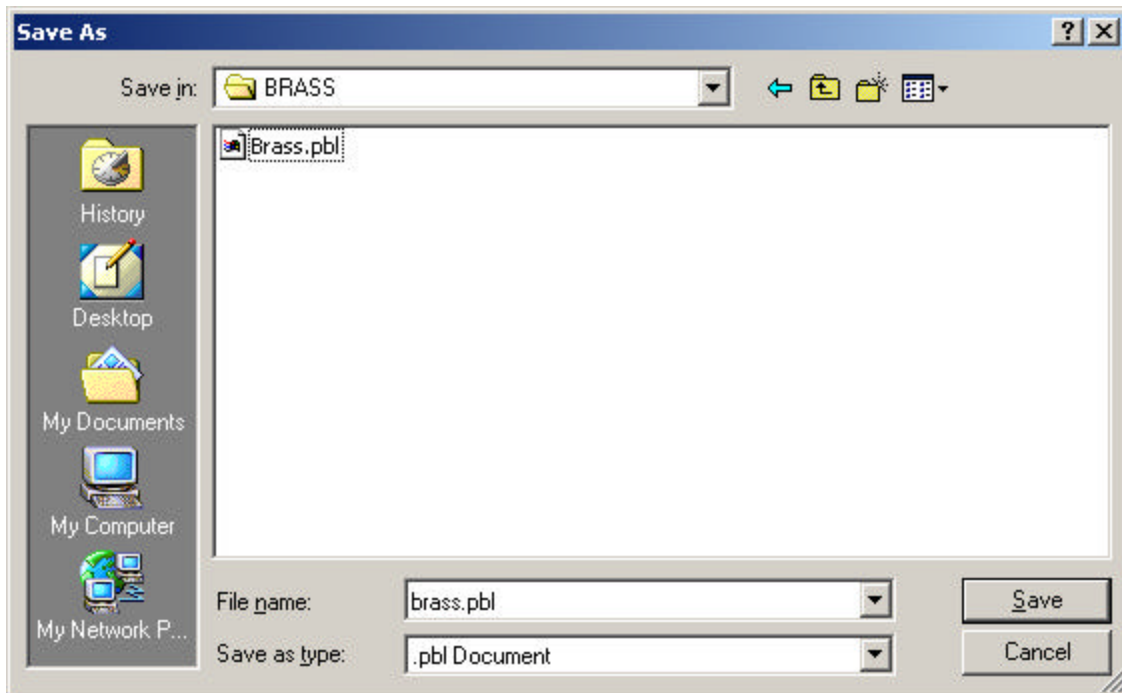
A pop up menu like the one below will appear. Select the Save Target As option.



After you select the Save Target As option the Save As dialog box will appear. It should appear similar to the example below.



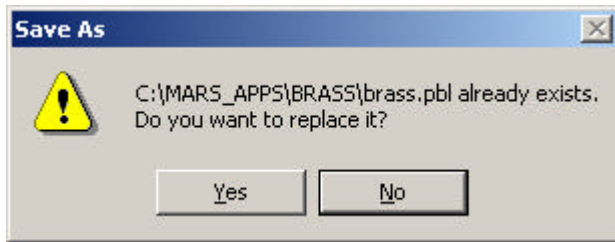
Click the down arrow on the Save In box until you find the Mars_Apps\Brass folder. For most people this will be on the C: drive. The Save As dialog box should look like the example below.



The Brass folder should appear in the Save in: box as above.

To save the file in the Brass folder, click Save.

Select Yes, to the prompt below to replace the existing file.



If you have any questions or problems regarding these procedures please contact Mike Grisham by email Mike.Grisham@mail.state.ky.us or by phone 502-564-7300.